

# Civil Service Commission

1055 MONTEREY STREET, SUITE D250 • SAN LUIS OBISPO, CALIFORNIA 93408 • 805.781.5959

**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, June 23, 2010 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



## MINUTES

MEMBERS OF THE COMMISSION

Arthur Chapman, President  
Jeannie Nix  
Robert Bergman  
Jay Salter  
Bill Tappan

Present: President Arthur Chapman, Commissioner Jeannie Nix, Commissioner Jay Salter, Commissioner Bill Tappan

Staff: Commission Secretary Mark McKibben, Commission Clerk Carol Hill

Counsel: Deputy County Counsel Shannon Matuszewicz

Absent: Commissioner Robert Bergman

**1. Call to Order**

President Chapman called the meeting to order at 9:00 A.M. and led the flag salute.

**2. Public Comment Period**

President Chapman opened the public comment period by stating that members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Chapman closed the public comment period.

**3. Minutes**

May 26, 2010 - Regular Meeting

June 2, 2010 - Special Meeting

Commissioner Nix noted one correction to the June 2, 2010 minutes; clerk to remove the roll call vote listed under item 5 as no vote occurred on that item. Being no further discussion, a motion was made by Commissioner Salter and seconded by Commissioner Nix to approve the May 26, 2010 minutes as presented; motion carried 3-0-2 [Commissioner Tappan abstain, Commissioner Bergman absent]. A motion was then made by Commissioner Salter and seconded by Commissioner Tappan to approve the June 2, 2010 minutes as amended; motion carried 4-0-1.

**4. Reports**

Commission President

# Civil Service Commission

*Consideration of contract for professional services: rules negotiator for Civil Service Commission*  
President Chapman called for a motion to approve the draft contract with Shane Stark subject to Mr. Stark's review and subject to all changes made by Mr. Stark being approved by County Counsel, Human Resources, Commission President and General Services Agency Purchasing Department. President Chapman also gave direction to County Human Resources Director to initiate the purchase order requisition process through the Purchasing Department. A motion, as stated by President Chapman, was made by Commissioner Salter and seconded by Commissioner Nix; motion carried 4-0-1.

## Roll Call Vote:

Commissioner Salter	Yes
Commissioner Bergman	Absent
Commissioner Nix	Yes
Commissioner Tappan	Yes
President Chapman	Yes

President Chapman informed the Commission that Human Resources staff provided him and Commissioner Salter with the most recent CSC rule revision packet and directed the clerk to provide each Commissioner with the same packet. He stated that he hopes to move forward with the process and meet with the rules negotiator soon.

## Commission Subcommittees

No report.

## Commission Counsel

No report.

## Commission Secretary

### *Commission Calendar*

Mark McKibben discussed with the Commission possible dates for the two upcoming hearings noted below. President Chapman noted that the Commission's first choice for a hearing is always the regular scheduled meeting date.

- Assessor's Office Appeal hearing – The Commission scheduled this hearing for August 19, 2010 contingent upon Commissioner Bergman's availability.
- Sheriff's Department Appeal hearing – The Commission provided August 25, 26 and 30 as possible dates for this hearing contingent upon Commissioner Bergman's availability. President Chapman stated August 25 & 26 were preferred and that August 30 could be used if needed.

### *Update on County wide layoffs*

Mark McKibben referred to item 4d(2) in the Commission's packet that summarizes the layoff situation for the 2010-2011 fiscal year. He then noted that late yesterday SLOCEA and the County reached a tentative agreement that will result in no layoffs for the 2010-2011 fiscal

# Civil Service Commission

year. SLOCEA General Manager, Kimm Daniels concurred with Mr. McKibben and had no additional comments.

**5. Job Class Specifications – New**

Chief Deputy Probation Officer and Deputy Probation Officer III

Maricela Havard, Personnel Analyst distributed a revised Probation Department organizational chart to the Commission. Ms. Havard and James Salio, Chief Probation Officer presented the Chief Deputy Probation Officer and Deputy Probation Officer III specifications to the Commission and offered to answer any questions. Following a brief discussion, the Commission accepted both specifications as presented.

**6. Job Class Specifications – Revised**

Supervising Deputy Probation Officer

Ms. Havard and Mr. Salio presented the Chief Deputy Probation Officer specification to the Commission and offered to answer any questions. The Commission had no comments or questions regarding the revised Supervising Deputy Probation Officer specification. President Chapman called for a motion to approve Item 5: New job class specifications – Chief Deputy Probation Officer and Deputy Probation Officer III and Item 6: Revised job class specification – Supervising Deputy Probation Officer. A motion to approve the three job class specifications as presented was made by Commissioner Tappan and seconded by Commissioner Salter; motion carried 4-0-1.

**7. Job Class Specifications – Information only**

Golf Course Superintendent

Parks Superintendent

Golf Course Supervisor

Supervising Park Ranger

Greenskeeper Aide I, II, III

Oral Health Program Manager

Park Ranger Specialist

The Commission reviewed the above noted specifications and had no comments.

**8. Findings and Decision – (Closed Session per Gov. Code 5.4957): Deliberations on findings and decision for appeal #A08-127 dated June 28, 2009**

The Commission adjourned into closed session to deliberate the above noted findings and decision. Upon reconvening into open session, President Chapman called for a motion. A motion to approve the findings and decision for appeal #08-127 was made by Commissioner Salter and seconded by Commissioner Nix; motion carried 3-0-2 [Commissioner Tappan abstained because he was not present at the hearing]. President Chapman stated that he spoke with Commissioner Bergman and while he was not present to vote he stated his support for the findings and decision as written.

**9. Adjournment**

The meeting was adjourned at 9:44 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*